



VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

The U.S. Embassy in Mbabane is seeking an individual for the position of **Program Assistant** (FSN-08, Full Performance Level) in the PEPFAR Office. (This position is advertised concurrent with a Training Level, FSN-07)

NOTE: Applicants ordinarily resident in Swaziland must have the required residency permits to be eligible for consideration

OPENING DATE: April 15, 2011

CLOSING DATE: April 29, 2011

SALARY: Basic Salary Range: E165,841 – E248,759 p.a. .
Non-cash benefits include medical & pension

Basic Function of Position

The primary purpose of this position is to work with other country-based staff in the Swaziland U.S. Government (USG) Health Team as well to help ensure achievement of the Swaziland program targets, and thus to contribute to the goals and objectives of the President's Emergency Plan for AIDS Relief (PEPFAR). Based on a good working knowledge of the organization and substantive programs under the supervisor's control, the incumbent resolves problems associated with the administrative and clerical work of the office.

Qualifications Required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.

- 1. Education:** Bachelor's Degree in Public Health, Statistics, Management or a related field is required.
- 2. Experience:** Minimum of 3 years of progressively responsible program and/or administrative assistance experience of which approximately one year is with a government, non-governmental (NGO) or international development agency program is required.
- 3. Language:** Level IV (fluent) reading/writing/speaking English Language is required. **(This will be tested).** Level III (good working knowledge) Siswati is required.
- 4. Knowledge:** Knowledge of general office systems and equipment.
- 5. Skills and Abilities:** Exceptional ability to use the Microsoft Office Suite software: Word, Excel, Outlook, PowerPoint is required. Ability to develop and maintain systems for filing and record-keeping is required. Strong interpersonal skills with the ability to represent the program with other USG and partner organizations is required. Strong organizational skills with the ability to manage complex undertakings such as organizing regional meetings is required. Self-starter with ability to multi-task effectively is required. Ability to review and synthesize information is required. Ability to coordinate and compile varied schedules and sources of information is required.

To Apply: view vacancy announcement at <http://swaziland.usembassy.gov/>

Interested candidates for this position must submit the following: A cover letter, current resume or curriculum vitae, plus any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Submit applications to U.S. Embassy, Human Resources Office, Central Bank Building, 7th Floor, Mahlokohla Street, P.O. Box 199, Mbabane, Swaziland. **Only short listed candidates will be contacted.**